

Subject: Re: Chief of Staffs Event (CCA) - Additional Maintenance Costs

From: "Brian Raboin" <@>

Date: 08/01/2016 03:09 PM

To: nlasky@ccala.org, jhopkins@ccala.org, joella@mumtazmarketing.com

Correct and per our previous discussion we will have them out on Alameda and the entrance to the parking garage to assist with directions. 2 upstairs at the event, 2 in front of the building, 1 at the entrance of the business park and 1 out on Alameda in a vehicle. I will also be there.

Brian K. Raboin

Vice President of Operations

 <https://www.dow>

Downtown Center Business Improvement District

640 S. Olive Street | Los Angeles, CA 90014

Call: 213-624-2425 | Fax: 213-615-1655

Web: DowntownLA.com



On Aug 1, 2016, at 15:01, Nhien Lasky <NLasky@ccala.org> wrote:

Hi Brian,

I assume you'll have your guys spread out to cover the areas they aren't covering?

Thanks,

Nhien

[<image001.png>](#) **Nhien Lasky**

Director of Business Development & Marketing

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7531 | fax: (213) 624-0858

NLasky@ccala.org

ccala.org

From: Al Jordan [<mailto:Ajordan@ATLAS-CAP.COM>]

Sent: Monday, August 01, 2016 1:58 PM

To: Nhien Lasky; Joella Hopkins

Cc: Jennifer Jochen; Jenni Harris; Brian Raboin; Guillermo.Castorena@universalpro.com

Subject: RE: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Greetings Nhien,

Regarding security placement, we anticipated having one (1) rooftop, one (1) elevator assistance, one (1) main lobby, one (1) front building exterior and one (1) rear building exterior along Market Row.

Please let me know if you have any questions.

Thank you,

Al Jordan | Atlas Capital Group
(213) 290-9647

From: Nhien Lasky [<mailto:NLasky@ccala.org>]

Sent: Monday, August 1, 2016 1:31 PM

To: Al Jordan <Ajordan@ATLAS-CAP.COM>; Joella Hopkins <JHopkins@ccala.org>

Cc: Jennifer Jochen <jjochen@ATLAS-CAP.COM>; Jenni Harris <jharris@ATLAS-CAP.COM>; Brian Raboin <BRaboin@downtownla.com>

Subject: RE: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Hi Al,

Per my message, can you let me know where you plan to station the security guards? I also want to let you know that our sister organization, the Downtown Business Improvement District, will plan on having 6 security officers at the event.

Thank you,

Nhien

Nhien Lasky

Director of Business Development & Marketing

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7531 | fax: (213) 624-0858

NLasky@ccala.org

ccala.org

From: Al Jordan [<mailto:Ajordan@ATLAS-CAP.COM>]

Sent: Monday, May 16, 2016 2:45 PM

To: Joella Hopkins

Cc: Jennifer Jochen; Jenni Harris; Nhien Lasky

Subject: RE: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Greetings Joella,

We want to alert you of a recent discovery we made following our very first hosted event here at the ROW DTLA Thursday evening and advise you of the need for more staffing for your upcoming event on August 3rd.

During Thursday's event, there were approximately 100+ guests. With the opening of the new campus parking structure, we staffed three (3) parking attendants and two (2) security guards to direct guests to and from the event. During that time, we realized that in order to accommodate the number of guests expected for the CCA event (approximately 350-425), having just the two security guards originally suggested for coverage is woefully insufficient to accommodate the number of expected guests. There definitely needs to be more people added to properly help with traffic control and assistance to and from the event.

To that end, we are requiring the following personnel be added for this event:

Five (5) Additional Security Guards (4 hrs) - \$700

Five (5) Parking Attendants (4 hrs) - \$600

Should you have any questions, please do not hesitate to contact me.

Best regards,

Al Jordan | Atlas Capital Group
(213) 290-9647

From: Al Jordan

Sent: Wednesday, May 4, 2016 2:47 PM

To: 'Joella Hopkins' <JHopkins@ccala.org>; Nhien Lasky <NLasky@ccala.org>

Cc: Jennifer Jochen <jjochen@ATLAS-CAP.COM>; Jenni Harris <jharris@ATLAS-CAP.COM>

Subject: RE: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Thank you Joella. Will do.

Al Jordan | Atlas Capital Group
(213) 290-9647

From: Joella Hopkins [<mailto:JHopkins@ccala.org>]

Sent: Wednesday, May 4, 2016 2:28 PM

To: Al Jordan <Ajordan@ATLAS-CAP.COM>; Nhien Lasky <NLasky@ccala.org>

Cc: Jennifer Jochen <jjochen@ATLAS-CAP.COM>; Jenni Harris <jharris@ATLAS-CAP.COM>

CAP.COM>

Subject: RE: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Hi guys.

We are thrilled. Thank you for the information.

Yes, let's move forward. Please send us whatever contracts/agreements/insurance requirements are necessary.

Also, please confirm any logo's/venue listing info/parking info you would like us to list as it relates to our big event on August 3rd.

Best,

Joella Hopkins, CSEP, CMP

Events Management Consultant / Mumtaz Marketing & Events

Mobile: 310.592.2719

Central City Association

626 Wilshire Blvd., Ste. 200

Los Angeles, CA 90017

Office: 213.624.1213

Twitter @CCA_DTLA

From: Al Jordan [<mailto:AlJordan@ATLAS-CAP.COM>]

Sent: Friday, April 29, 2016 11:13 AM

To: Joella Hopkins; Nhien Lasky

Cc: Jennifer Jochen; Jenni Harris

Subject: Chief of Staffs Event (CCA) - Additional Maintenance Costs

Greetings Joella and Nhein,

Pardon my delay. As a follow-up to our call the other day, here are the additional costs for security and janitorial services for the event schedule for Wednesday, August 3rd:

Building Security Coverage – (Two (2) security guards from 10 am – 10 pm):

\$840

Cleaning Event Area – (Before Event): \$150

Cleaning Event Area – (After Event): \$300

Total Costs:

\$1,290

Should you have any questions, please do not hesitate to me.

Best regards,

Al Jordan
Sr. Property Manager
Atlas Capital Group, LLC
ACG Property Management, LLC
1318 E. 7th Street, Ste 200
Los Angeles, CA 90021
Direct: [\(213\) 290-9647](tel:(213)290-9647)
Fax: (213) 290-9663
E-mail: ajordan@atlas-cap.com

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